

Learning & Organizational Development Consultant

6 months ago

Job ID 2021-5974 **# of Openings** 1 **Category** Human Resources **Location** Kamakee **Address** 515 Kamakee Street

Location US-HI-Honolulu

Overview

The Learning & Organizational Development Consultant is an internal resource responsible for assessing, designing, developing, and evaluating various employee and leadership learning and organizational development interventions. This position will partner with the L&OD Manager and HR Business Leaders/Partners to provide process excellence consulting and project coordination services to operational/functional areas to address critical business issues/changes and/or assigned interventions and projects.

Responsibilities

ESSENTIAL FUNCTIONS/RESPONSIBILITIES:

Organizational Development

1. Leads committees and work groups charged with implementing organization, division, or unit level improvement strategies.
2. Facilitate problem solving and decision making by assessing and diagnosing departmental situations, including data gathering, research, and data analysis
3. Coach and assist managers and staff with leadership skill building and manager effectiveness interventions.
4. Provides strategic consulting and communicates/collaborates with managers to identify and address short and long-term Talent Management (i.e.; Succession Planning) needs throughout the organization.
5. Participates in organizational change efforts impacting multiple levels of stakeholders.
6. Work closely with other specialty areas in Human Resources to coordinate cross-functional initiatives throughout the organization.
7. Provides strategic consulting and communicates/collaborates with key stakeholders to identify learning and development needs
8. Contributes to building core content, templates, and methodologies aligned to specific client interventions.

Learning & Leadership Development

9. Develops and oversees in conducting various learning events and employee training opportunities for professional enhancement, leadership development, technical development, specialized job skills - i.e., Staff competency training, Leadership Training, Management and Leadership skills, Performance Management, and training on federal and state employment laws (ADA, FMLA), etc.
10. Monitors the design, development, deployment, and evaluation of various learning and leadership development programs by incorporating instructional design methodologies that are engaging and effectively meeting the learning needs of the organization/functional unit or targeted audience.
11. Collaborates with cross-functional departments and external vendors to monitor ongoing training needs that support leadership development and to enhance competency, policy, and HR compliant regulations.

Training Design & Development

12. Keep abreast of Training and Development trends.
13. Analyze, design, develop, test, deploy, and evaluation of training effectiveness and/or training programs that are deployed in a variety of delivery formats (e.g.; classroom, web-based/e-Learning).
14. Collaborate with subject matter experts (SME); internal and external third-party providers to coordinate the delivery of learning activities (i.e., materials) and to ensure final product is meaningful, engaging, and appropriate for the target audience.

Administrative Support

15. Provide administrative and logistical support for various learning events and general department responsibilities (e.g.; systems admin, logistics, processes, purchasing, timekeeping, expense, supplies/materials).
16. Performs other job-related duties and assist the Learning & Organizational Development Manager and the Sr. Manager, Human Resources with research and special projects as needed or assigned.
17. Maintain thorough and accurate training records, prepares reports as needed in order to meet accreditation or company standards (e.g.; compliance, safety, competency, laws, policies), and tracks and evaluates any training materials and expenses during the year to ensure the company stays within budget.

OTHER FUNCTIONS/RESPONSIBILITIES:

1. Complies with all safety rules and cooperates in the fullest in the promotion of safety and safe work habits, to include the reporting of any unsafe conditions or acts. Maintains all EH&S training on a current basis.
2. Complies with all applicable corporate and Hawaii Gas policies and procedures.
3. Maintains assigned work area and equipment in a clean, orderly, and safe manner; performs housekeeping duties as required and/or instructed. Works in a safe and responsible manner.
4. Performs all other related duties as instructed by supervisor/manager.

Qualifications

Required Education and/or Work Experience:

- Bachelor's degree in Human Resources, Organizational Development, Education, Instructional Design, Instructional Technology, Educational Technology, or related discipline; or equivalent combination of experience and education.
- Three (3) years of Human Resources experience.
- Four (4) years of needs analysis, design, development, course delivery and evaluation of programs.
- Knowledge of Talent Management and Leadership/Management methodologies.
- Proficient with MS Office (Outlook, Word, Excel and PowerPoint, process flow software).
- Demonstrated ability to work with a variety of computer systems and software.
- 2-3 years of experience in a professional corporate/organizational setting.
- Familiarity with eLearning development and course design software (Articulate Storyline, Captivate, Audio recording).
- Prior experience in change management and project implementation.

Preferred Education and/or Work Experience:

- Master's degree in fields listed above.
- Knowledge of training software or Learning Management Systems (LMS).

- Experience using various technologies to design, deliver, and administer learning products (e.g.; WebEx Adobe Connect), proficient with Microsoft Office, eLearning development software (e.g.; Articulate, Lectora, Camtasia).
- Experience applying instructional design models/methodologies for course design and development (e.g. ADDIE, SAM, 6-D's, etc.).
- Experience interacting with all levels of management, staff, and external vendors.
- Ability to manage projects and multi-task to manage deadlines.
- Background in education or psychology settings.

Required Licensure, Certification, Registration or Designation:

N/A

Preferred Licensure, Certification, Registration or Designation:

- Valid driver's license

Communication/Competency/Skill Requirements:

- Flexible and adaptable to changes within the position/department/company.
- Able to steward themselves in a professional and courteous manner to promote a harmonious working environment.
- Able to communicate professionally, courteously, and effectively utilizing standards means of communication within the workplace (i.e., verbal, written, e-mail, phone, text, etc.).
- Effective communication (speaking and listening) with co-workers, customers, outside vendors, on the phone &/or in person.
- Reading, writing, speaking, and understanding English. Training, giving, and receiving instructions.
- Mathematical ability, attention to detail (e.g., organization, prioritization, proofing), concentration and alertness.
- Ability to collaborate well with multiple stakeholders, both internal and external.

Working Conditions/Environment:

- Working conditions are normal for an office environment.
- Work may require occasional weekend and/or evening work.
- Able to commute to and from off-site events/functions with short to no notice.
- Able to perform all physical duties entailed by the "Working Conditions/Physical Requirements" assessment

We are proud to be an EEO/Females/Minorities/Veterans/Disabled employer

We maintain a drug-free workplace and perform pre-employment substance testing

Qualified applications with criminal history will be considered for employment